



STEVEN M. FULOP
MAYOR OF JERSEY CITY

CITY OF JERSEY CITY DEPARTMENT OF HUMAN RESOURCES

CITY HALL | 280 GROVE STREET | JERSEY CITY, NJ 07302
P: 201 547 5217 | F: 201 547 5022



JOANNE ROSA
DIRECTOR

Employee Benefits Clerk

Department: Human Resources

Division: Health Benefits

Exempt/Non-Exempt: Non-Exempt

Union/Management: Union

Full-Time/Part-Time/Seasonal: Full-Time

Workweek: 37.5 hours, and as needed

Salary: \$45,000 – \$48,000, based on qualifications and experience. Competitive Jersey City retirement and health benefits package available, including pension, dental, medical, prescription, FSA (flexible spending account), life insurance, and more.

The City of Jersey City is seeking a qualified, dynamic, and motivated Employee Benefits Clerk to contribute to the success of the Health Benefits Division. This role will be responsible for the processing of enrollments, adjustments, terminations, and additions for employee insurance, hospitalization, benefits, and pension plans.

Job Duties:

- Provides information to employees regarding their eligibility or entitlement to insurance, health, hospitalization, pension, and other benefits.
- Assists employees in filling out required forms.
- Reviews, checks, verifies, and edits reports, printouts, applications, and other documents for correctness.
- Answers routine inquiries regarding various deductions from pay.
- Receives, reviews, and adjusts complaints.
- May assist in processing Social Security and disability applications.
- Assists in the preparation of various reports of contributions, deductions, arrearage, and surpluses.
- Gathers information for the review of existing benefits programs and plans.
- Maintains routine records of various accounts and disbursements.
- Calculates payroll deductions.
- Establishes and maintains essential records and files.
- Performs other duties as assigned.

Preferred Education: Bachelor's Degree in Human Resources, Business Administration, or a related field.

Preferred Experience: One (1) year of benefits administration experience or similar experience preferred.

Essential Skills:

- Comprehensive knowledge of human resources concepts, practices, policies, and procedures.
- Strong bilingual communication skills preferred
- Experience in administering employee benefits and HRIS systems.
- Ability to interpret regulations, procedures, and other related data.

The City of Jersey City is an Affirmative Action/Equal Employment Opportunity Employer and complies with all applicable federal and state laws, rules and regulations relating to anti-discrimination and anti-harassment.



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- Strong attention to detail with a high degree of accuracy; excellent follow-up/follow-through skills.
- Ability to use computer software and applications, including Office 365 applications (Word, Excel, and PowerPoint), to share, retrieve, research, and present benefits information.
- Demonstrate analytical and critical thinking skills to identify alternative solutions or new process approaches.
- Ability to work independently, use sound judgment, and maintain the confidentiality of sensitive information.

How to Apply:

Interested City employees should complete an online [Employment Application](#) by visiting the City's website. While we sincerely appreciate all applications, only those candidates selected for an interview will be contacted. To be considered for this position, you MUST select "YES" when it asks you "Do you currently work for the City of Jersey City?"

Application Deadline: April 22, 2021.

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